UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Santa Rosa Ranch School  
HC 02 Box 7570  
Sells, Arizona 85634

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Native Cultural & Language Instructor, CY-0301-03

POSITION INFORMATION: School Year (Full Time)

SALARY RANGE: $20.95 TO $33.31 per hour (BIE Education Pay Schedule: based on education and experience.)

LOCATION: Department of the Interior, Bureau of Indian Education, Phoenix Education Resource Center-Bureau Operated Schools, Santa Rosa Ranch School, Sells, Arizona

ANNOUNCEMENT NUMBER: 20-02-SRRS

ISSUING DATE: 05/18/2020

CLOSING DATE: 06/08/2020

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

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STATEMENT OF DUTIES:
The Cultural & Traditional Leader will teach tribal cultural and language to the San Simon School students. Incumbent will design, plan, organize and instruct; select materials and activities suited for students assigned to the classroom; will be responsible for management of class activities; will maintain student records, prepare regular reports on student progress; maintain cultural supplies, materials and artifacts. The individual selected will also participate in school committees, school improvement teams, professional development and meetings involving other staff, community members, and parents.

INDIAN PREFERENCE POLICY:
Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.
EQUAL OPPORTUNITY EMPLOYER:
Within the scope of Indian preference, all candidates will receive consideration without regard
to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:
This agency provides reasonable accommodation to applicants with disabilities. If you need
reasonable accommodation for any part of the application and hiring process, please notify this
agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

SUMMARY OF QUALIFICATIONS REQUIRED:
Refer to BIE Job Category Standards for additional qualification requirements and substitutions
for education. Applicants must meet the qualification requirements contained in the BIE Job
Category Standard.

Current Arizona Educator Certification for Native American Language, PreK-12.
https://www.azed.gov/educator-certification/forms-and-information/certificates/
Language of proficiency in Tohono O'odham

BASIS OF RATING:
Once the announcement has closed, all applicants for this position will be rated based upon
the extent and quality of their experience, training and/or education as reflected on their
resume. The judgement of qualification will be based on materials submitted, therefore, it is
the applicants’ advantage to give complete thorough and complete information in a neat and
orderly fashion.

SPECIAL REFERENCE:
- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical
  Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which
  may be extended.
- All male applicants born after December 31, 1959, will be required to complete the
certification document to confirm their selective service status.
- Government Housing is NOT available.
- Relocation expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information
they provide. It is the applicant's responsibility to submit all required documentation in
support of their application in order to receive full credit for their Indian Preference, education,
training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS
OFFICE.
HOW TO APPLY: To apply for this position, submit a complete Application Package which includes:

1. Applicants must submit a resume or any other written format of the applicant’s choice. Your resume MUST CONTAIN the following:
   a. Vacancy Announcement Number
   b. Job Title
   c. Duties and Accomplishments
   d. Employer’s name and address
   e. Supervisors name and phone number
   f. Starting and ending date (month and year)
   g. Hours per week
   h. Salary
   i. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.

2. Copy of valid State Certification as Native Language Instructor (REQUIRED)

Other supporting documents:
1. Form BIA 4432, Verification of Indian Preference for employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf (will be required upon selection)
3. Indian Child Protection Requirement Form, must contain original signature and date (will be required upon selection). This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. (2019 version) https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf
4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant must provide Official College Transcripts for final verification and pay setting.)
5. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.
6. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant’s qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents must be received by the close of business (4:30 pm MST) on the closing date of the announcement.
SCHOOL MAILING ADDRESS: Santa Rosa Ranch School
HC 02 Box 7570
Sells, Arizona 85634

FAX SIGNED AND DATED APPLICATIONS TO: (520) 383-3960

FOR INFORMATION CONTACT: Tamara D. Pablo, Clerk
PHONE NUMBER: (520) 383-2359

For VERIFICATION of our receipt of your application-resume, please contact:
Tamara D. Pablo, Clerk (520) 383-2359